



File Number: \_\_\_\_\_

**Talbot County Office of Planning and Permits**  
215 Bay Street, Suite 2  
Easton, Maryland 21601  
410-770-8030

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### Public Information Act Request

In accordance with §10-611 of the Annotated Code of Maryland, State Government Article; I hereby request access to inspect a public record under the custody of the Talbot County Office of Planning and Permits.

Date of Request: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_  
(Print Name)

Street address: \_\_\_\_\_

Mailing address (if different): \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

**Brief, but specific, description of the public records sought:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, hereby agree to pay all costs required by this request, including but not limited to: all copying fees, either by staff or a professional copy service, tapes, transcript fees, postage, preparation fee, etc.

**I understand the official custodian has up to 30 days in which to supply the requested information. If any request or any part of the request is denied, the custodian shall provide me with a written statement within 10 working days.**

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

